

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED]

13 October 1970

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (2-71)

DATES

15 - 20 November 1970. (Sunday after-
noon-Friday afternoon)

LOCATION

[REDACTED]

25X1A

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation of the Agency's overall PPB system. Developed under contract by [REDACTED]

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[REDACTED], this course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

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GROUP 1
Excluded from automatic
downgrading and
declassification

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

PRECOURSE WORK	Approximately 20 hours. Material to be sent out on or about 28 October 1970.
REGISTRATION	Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832, 1000 N. Glebe Road, by Wednesday, 21 October 1970. No substitutions to be made after that date because of extensive precourse work requirements.
TRAVEL ORDERS AND COST	Responsibility of participating office.
25X1A ADDITIONAL INFORMATION	On course content, call extension  registration, exten-

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